



Weatherization Committee of the  
MBE/WBE and Small Business Enterprise  
Procurement Program Advisory Committee Meeting Minutes

Regular Meeting  
Tuesday, July 15, 2014

The Weatherization Committee of the MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, July 15, 2014 at 301 W. 2<sup>nd</sup> Street, Executive Session Room 1027, in Austin, Texas.

Chair Barbra Boeta called the Board Meeting to order at 3:10 p.m.

**Board Members in Attendance:**

Anne Harutunian, Barbra Boeta, Sheri Marshall

**1. APPROVAL OF MINUTES**

The minutes for the regular meeting of April 15, 2014 were approved on Committee Member Anne Harutunian's motion, seconded by Committee Member Sheri Marshall, on a 3-0 vote.

**2. CITIZEN COMMUNICATION: GENERAL**

There were no speakers signed for Citizen Communication.

**3. NEW BUSINESS**

Introduction of Thomas Chamberlain, Energy Efficiency Services Manager, Austin Energy, who will replace Stave Saenz, Interim Residential Unit Manager, Austin Energy

Mr. Chamberlain provided an overview of his professional background.

**4. OLD BUSINESS**

Update from Austin Energy regarding the Free Home Energy Improvements, Customer Assistance, and the Low-Income Weatherization Rehabilitation Assistance Programs

Joe Guerrero, Austin Energy Program Coordinator, prepared a presentation to update the Committee on the program and responded to questions from the Committee.

The Committee expressed concerns regarding the budget and remaining funds for the program and requested CMD provide qualifications from the previous solicitation document. The Committee discussed providing a letter supporting a budget allocation for the program and requested Mr. Guerrero send update in early August regarding budget details.

**5. STAFF BRIEFINGS**

**Weatherization Assistance Participation Report from Small & Minority Business Resources**

Tamela Saldana, SMBR Compliance Division Manager, provided an update on the report. The Committee requested clarification of American Youthworks expenditures reported; they do not have subcontractors and therefore are not required to report. Ms. Saldana would clarify and review with staff.

**6. FUTURE AGENDA ITEMS**

- a.** Possible next meeting discussions to include budget update, lessons learned briefing, review of past solicitation prior to new solicitation being drafted to provide CMD with feedback.
- b.** Next meeting date August 26, 2014 to discuss budget details if needed; October 21, 2014 if necessary.
- c.** Update from Austin Energy staff regarding the Weatherization Assistance program
- d.** Weatherization Assistance Participation Report from Small & Minority Business Resources (SMBR)

**7. ADJOURN**

Chair Boeta adjourned the meeting at 4:26 p.m. without objection.